

**PERSONNEL SUPERVISOR II**  
**JOB ANALYSIS REVIEW**  
**BACKGROUND INFORMATION**

**Date of Study:** October 15, 2007

**Collective Bargaining Identification:** S01

**Job Analysis Conducted By:** Emily Gorrindo, Staff Services Analyst,  
Office of Selection Services

**Number of Incumbents:** There are 13 incumbents in this classification  
per the State Controller's Office Filled/Vacant  
Position Report dated July 10, 2007.

**Names of the Subject Matter Expert(s) and their background:**

**Shannon Desmarais, Staff Services Manager I, California State Prison, Solano**

Shannon Desmarais has been a Staff Services Manager I, California State Prison, Solano for five years, where she supervises Personnel Supervisor II's. She has been with the Department of Corrections and Rehabilitation for 22 years.

**Dale Caffrey, Personnel Supervisor II, CDCR Headquarters**

Dale Caffrey has been a Personnel Supervisor II at CDCR Headquarters for four months. She has been with the Department of Corrections and Rehabilitation for 23 years.

**Susan Wong, Personnel Supervisor II, CDCR Headquarters**

Susan Wong has been a Personnel Supervisor II at CDCR Headquarters for six months. She has been with the Department of Corrections and Rehabilitation for six months.

## **PERSONNEL SUPERVISOR II INFORMATION GATHERING**

SMEs reviewed the existing job analysis for Personnel Supervisor I, dated May 6-8, 2002, to provide any necessary updates/changes. Minor changes were made to capitalization and grammar. Willingness statements were also added.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Personnel Supervisor II Task-KSA worksheet 2002.